



OCCUPATIONAL USE PERMIT APPLICATION

City of Sausalito | Community Development Department
420 Litho Street | Sausalito, CA 94965 | (415) 289-4128 | cdd@sausalito.gov

An Occupational Use Permit is required whenever a business is established in a new location or tenant space, or when an existing business changes its location or changes the square footage of its floor area or land area.

An Occupational Use Permit is required prior to the issuance of a [City of Sausalito Business License](#). Acceptance of an Occupational Use Permit Application must be accompanied by payment of the applicable review fee (see Section 1 Permit Type below) and does not constitute any indication of approval. Additional information may be required depending on the proposed scope of business.

SECTION 1 – PROPOSED SCOPE OF BUSINESS

All fields are required. If a field does not apply to your proposed business, respond as N/A. Submit additional information, as necessary.

PERMIT TYPE (CHECK 1 BOX AND SUBMIT PAYMENT OF THE APPLICABLE REVIEW FEE)	Marinship: Select this permit type if your business is located within the Marinship Overlay Zone . <i>Review Fee: \$85</i> Home Occupation: Select this permit type if your business is located within a residential dwelling . <i>Review Fee: \$60</i> Standard: Select this permit type if your business is not subject to the other two permit types. <i>Review Fee: \$60</i> <input type="checkbox"/> Marinship <input type="checkbox"/> Home Occupation <input type="checkbox"/> Standard
BUSINESS ADDRESS (INCLUDE SUITE NUMBER)	
BUSINESS NAME	
BUSINESS DESCRIPTION DESCRIBE THE NATURE OF YOUR PROPOSED BUSINESS, ALL SERVICES OFFERED, AND/OR ANY TYPE OF MERCHANDISE OR FOOD PRODUCTS TO BE SOLD. IDENTIFY THE AMOUNT OF FLOOR AREA (SQ. FT.) DEVOTED TO VARIOUS ACTIVITIES.	

TOTAL BUSINESS FLOOR AREA (SQ. FT.)	
DOES THIS BUSINESS HAVE MULTIPLE LOCATIONS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PRIOR BUSINESS TENANT	
IS THIS A SUBLEASE? (CHECK 1 BOX)	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF SUBLEASE, FROM WHAT BUSINESS	
OFF-STREET PARKING SPACES (ON SITE) DEDICATED SOLELY TO BUSINESS	
NUMBER OF INDOOR SEATS (RESTAURANT/BAR/THEATER)	
NUMBER OF OUTDOOR SEATS (RESTAURANT/BAR/THEATER)	
CHAIRS (HAIR/NAIL/BARBER SALONS)	
HOTEL ROOMS	
MARINA BERTHS	
SPECIAL CONDITIONS (E.G. HAZARDOUS SUBSTANCES, NOISY TOOLS, FUMES, ODORS, SMOKE, ETC.)	
IS THIS A "HOME OCCUPATION" AS DEFINED BY THE SAUSALITO MUNICIPAL CODE? (CHECK 1 BOX)	Review Sausalito Municipal Code section 10.44.030 to determine if your business is potentially considered a "Home Occupation" use. Your response selection in this field is a certification that you have reviewed the applicable information and, if the Occupational Use Permit is approved, will operate the business in compliance with the Sausalito Municipal Code. <input type="checkbox"/> Yes <input type="checkbox"/> No
IS THIS A "FORMULA RETAIL" USE AS DEFINED BY THE SAUSALITO MUNICIPAL CODE? (CHECK 1 BOX)	Review Sausalito Municipal Code section 10.44.240 to determine if your business is potentially considered a "Formula Retail" use. Your response selection in this field is a certification that you have reviewed the applicable information and, if the Occupational Use Permit is approved, will operate the business in compliance with the Sausalito Municipal Code. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
IS THIS A "VISITOR SERVING" USE AS DEFINED BY THE SAUSALITO MUNICIPAL CODE? (CHECK 1 BOX)	Review Sausalito Municipal Code section 10.44.230 to determine if your business is potentially considered a "Visitor Serving" use. Your response selection in this field is a certification that you have reviewed the applicable information and, if the Occupational Use Permit is approved, will operate the business in compliance with the Sausalito Municipal Code. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe

SECTION 2 – APPLICANT (BUSINESS OWNER) CERTIFICATION

I, the applicant (business owner), certify under penalty of perjury, that the facts and information contained within this Occupational Use Permit application are accurate to the best of my knowledge.

COMPANY NAME	
PRINTED NAME	
SIGNATURE	
DATE (MM-DD-YY)	
PHONE NUMBER	
EMAIL	
MAILING ADDRESS	

SECTION 3 – OWNER CERTIFICATION

I, the property owner or property manager, certify under penalty of perjury, that the facts and information contained within this Occupational Use Permit application are accurate to the best of my knowledge. The applicant designated in this Occupational Use Permit application is authorized to submit this application to the City of Sausalito.

COMPANY NAME	
PRINTED NAME	
SIGNATURE	
DATE (MM-DD-YY)	
PHONE NUMBER	
EMAIL	
MAILING ADDRESS	

SECTION 4 – ADVISORY NOTICE

Permits required by other agencies must be obtained in accordance with the respective agency's regulations. *Contact the following agencies for more information early in the business planning process.*

- Community Development Department – (415) 289-4128: improvements requiring a building permit
- Southern Marin Fire Protection District – (415) 388-8182: improvements requiring a building permit
- Marin Municipal Water District – (415) 945-1400: landscaping and irrigation regulations
- Bay Conservation and Development Commission – (415) 352-3600: work on the water or in the 100-foot-wide shoreline band located immediately landward of the edge of the bay
- Marin County Environmental Health Services – (415) 473-6907 and Sewer Maintenance Division – (415) 289-4106: business activity that will provide food/drink to the public

Note: Operating a “food facility,” as defined in the California Health and Safety Code, in the County of Marin is subject to approval. A preliminary inspection is required where upgrades typically are required. Operating without a permit from Environmental Health Services may result in immediate closure of the food facility.

SECTION 5 – FOR COMPLETION BY CITY STAFF ONLY

DATE RECEIVED (MM-DD-YY)	
RECEIVED BY	
FEE	
RECEIPT NUMBER	
PROJECT NUMBER	
ZONING DISTRICT	
USE CLASSIFICATION	
REQUIRED PARKING RATIO	

PERMIT DECISION	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Incomplete Application
DECISION DATE (MM-DD-YY)	
PRINTED NAME	
TITLE	
SIGNATURE	
CONDITION(S) OF APPROVAL / REASON(S) FOR DENIAL	

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/cap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.